



## Remote Participation Study Committee

### **"How to" Guide for Participating in the Hybrid Meeting Pilot Program**

Thank you to you and your committee, board, or commission for participating in the Hybrid Meeting Pilot Program for the Remote Participation Study Committee (RPSC). This pilot will help the Town identify the best way to continue to provide the public in-person and remote access to Town meetings. This will help prepare for the Town for potential hybrid meetings when the current emergency legislative act permitting all remote meetings expires on March 31, 2023.

The documents mentioned below are available on the Remote Participation Study Committee website at: <https://www.arlingtonma.gov/town-governance/boards-and-committees/remote-participation-study-committee>

*Decision points guide:* Helps plan for technical and procedural differences compared to all remote or all in person meetings. Linked here: [Decision Points](#)

*Guides for in-person meeting room technology.* The Neat Bar brand technology integrates screens, cameras, directional microphones with automatic Zoom capability and can break out groups of users in a room into individual Zoom windows. It is available in two different formats.

The meeting owls are all-in-one hybrid meeting tools used in conjunction with Zoom. These devices contain a 360-degree camera, microphone, and speaker. Meeting Owls can be used individually but should be used in a pair for the best results.

*Neat Board:* Integrated single screen: [Near Board Guide](#)

*Neat Board Pro:* Two screens and an iPad interface (one screen can display content): [Neat Board Pro Guide](#)

*Owls:* Integrated 360° camera, microphone and speaker to connect to computer with zoom: [Owl Guide](#)

Please complete one of the two surveys following a pilot hybrid meeting. This will provide feedback to help strengthen the conduct of hybrid meetings.

*Survey for meeting attendees:* [Hybrid meeting survey - Meeting Attendee](#)

*Survey for meeting chairs:* [Hybrid meeting survey - Committee Chair](#)

#### Room bookings:

*Town Hall:* Contact Kristen DeFrancisco, [KDeFrancisco@town.arlington.ma.us](mailto:KDeFrancisco@town.arlington.ma.us)

*Community Center:* Mary Muszynski, [MMuszynski@town.arlington.ma.us](mailto:MMuszynski@town.arlington.ma.us)

*Health and Human Services:* Laura Munsey, [lmunsey@town.arlington.ma.us](mailto:lmunsey@town.arlington.ma.us)

#### Contacts for further information:

*General info:* Mustafa Varoglu, Chair RPSC: [mvaroglu@gmail.com](mailto:mvaroglu@gmail.com)

*Technical information:* Jim Feeney, Deputy Town Manager for Operations: [JFeeney@town.arlington.ma.us](mailto:JFeeney@town.arlington.ma.us)